

Good morning and welcome to the Cable Television Advisory Board on Tuesday, April 13, 2021, at 11:00 AM via Zoom teleconference.

As Chair of Cable Television Advisory Board, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are:

Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means:

To access Zoom, please refer to the agenda or the City's website for the meeting link.

To join by phone dial: 1-929-205-6099 - Meeting ID: 865 9516 2421 Passcode: 999999

The Public may also view this meeting on Comcast Channel 16.

We previously gave notice to the public of the necessary information for accessing the meeting, through public postings. Instructions have also been provided on the City of Nashua's website at www.nashuanh.gov and publicly noticed at Nashua City Hall and the Nashua Public Library. If anybody has a problem accessing the meeting via phone or Channel 16, please call 603-821-2049 and they will help you connect. In the event the public is unable to access the meeting via the methods mentioned above, the meeting will be adjourned and rescheduled. Please note that all the votes that are taken during this meeting shall be done by roll call vote.

Let's start the meeting by taking a roll call attendance. When each member states their presence, the reason they're not able to attend the meeting in person, please also state whether there is anyone in the room with you during this meeting, which is required under the Right-To-Know Law. Also if you could announce who you are before speaking, it will help the Transcriptionist when transcribing the minutes.

The roll call was taken with 9 members of the Cable Television Advisory Board present. Mr. Greg Rodriguez, Assistant IT Director, School District was recorded absent.

Members of Committee present: Andrew Cernota, CTAB Chairman
Alderman Ernest Jette
Ms. Sally Hyland, Public Works Designee
Ms. Cheryl Lindner, Mayor's Designee & CTAB Vice Chairman
Mr. Dan Medieros, Nashua Police Captain
Ms. Kim Kleiner, Director of Administrative Services
Mr. Nick Miseirvitch, IT Manager
Brian Rhodes, Nashua Fire Chief
Jennifer McCormack, Nashua Public Library

Also present: Mr. Jeff Poehnert, PEG Program Manager
Mr. Pete Johnson, Education Channel Access Administrator
Cole Morgan

ROLL CALL

Chairman Cernota

Andrew Cernota is here.

Sally Hyland, Public Works Designee

Sally Hyland, I am here and there is no one in the room with me.

Chairman Cernota

Oh yes, I just realized I did not say that there is no one in the room with me either, I should add that.

Alderman Ernest Jette

I am here alone.

Kim Kleiner, Director of Administrative Services

I am here and I am alone.

Cheryl Lindner, Mayor's Office

I am here and I am alone.

Jen McCormack, Nashua Public Library

I'm here.

Police Captain Dan Medieros

Dan Medieros, I am here and I am alone in my office.

Nick Miseirvitch IT

Nick Miseirvitch I am here, I am remote in observance of social distancing guidelines and I am alone.

Fire Chief Brian Rhodes

I am here in my office alone.

Chairman Cernota

And we have Jeff Poehnert, Pete Johnson, Attorney Steve Bolton and Dick Gagnon with us as well. And a member, someone who will hopefully as of tonight become officially a member, Cole Morgan, also on the call. OK our Agenda has a period for comment from the public or others.

Comments from the public or others: - None

Acceptance of minutes of previous meetings

- 3/12/2021

Chairman Cernota

Alright we will move on to Acceptance of Minutes of Previous Meetings. The Minutes for the March 12 meeting are the subject and actually I think we would have to accept the minutes that we were not able to accept at that meeting. Is there a motion with regard to the minutes?

MOTION BY FIRE CHIEF BRIAN RHODES TO ACCEPT, PLACE ON FILE AND APPROVE THE MINUTES OF THE MARCH 12, 2021 MEETING, BY ROLL CALL

A viva voce roll call was taken which resulted as follows:

Yea: Andrew Cernota, Sally Hyland, Alderman Ernest Jette, Kimberly Kleiner, Cheryl Lindner, Jennifer McCormack Captain Medieros, Nick Miseirvitch, Chief Brian Rhodes	9
Nay:	0

MOTION CARRIED

Written communications - None

Financial Statements: Jeff Poehnert

Jeff Poehnert

Sure will. Our current balance of the operating account 2505 is \$606,568.94. Our expenses for March 2020 including salaries and facility operations total \$20,689.00. We had 1,055 cablecasts in March; of this 49 were live. And this broke down to Public 96, 3, Education 99, 28 and Government 16, 18. We have 1,006 playbacks and of this it broke down to Public 96, 478; Education 99, 287; and Government 16, 243. Due to my misunderstanding of the legal script to be followed at the outset of each CTAB Meeting during this COVID pandemic crisis, we must ask that you reapprove financial requests that we have made since the outset in March 2020. For the sake of expedience, I have listed them in succession below and the detail of each can be found in that month's CTAB report. Please note that as we actually were at the last meeting, take place in the Chamber before the bottom fell out the following week, last March; March 2020 is not included.

In June 12th, our June 12th meeting we asked for a tricast backup switcher and that was an amount not to exceed \$12,500.00. In our September 11, 2020 meeting, we asked for the Room 208 upgrades, we were going to upgrade the entire Room 208 and that was in an amount not to exceed \$24,000.00. And in December 11, 2020 we asked for a sports camera replacement and that was in an amount not to exceed \$3,500.00. The total of all of our requests during the year up until now is \$40,000.00. The Aldermanic Chamber re-design and Room 208 Upgrades; as we are approaching the date where we will begin the hybrid version of our Board of Aldermen Meetings, that is some Aldermen physically in the Chamber and others virtually in the room via Zoom, seen on the monitors and heard over the speaker system. Upon completion of a review, we found that we have all the hardware in place in the Control Room to transmit both room in live in room elements over to Comcast but need an additional cable run and hardware from the control room out to the Chamber so the members can see and hear the Zoom participants feedback free.

As everything that goes from one section to the next in City Hall is labor intensive, this run will cost \$1,796.00 to accomplish. Now of this, \$597.00 is for hardware and \$1,199.00 is for installation. Now in Room 208, upon review of the set up, we found a second monitor is needed for proper viewing of presentations in that room as well as two ethernet drops at each monitor so IT can install microcomputers behind them. These additions will cost \$2,484.00. So for both of these additions, we request approval to cover the cost not to exceed \$4,300.00.

Now on the formation of the committee, as we discussed at our last meeting, our current franchise agreement is coming to an end in 2022 and we will need to form a Committee concerning this. We continue this discussion today. And Pete?

PEG Manager's Report: Jeff Poehnert/ Pete Johnson

Pete Johnson

As far as Nashua ETV is concerned, our programming accomplishments for the month of March 2021, we had live playoff basketball coverage from Bishop Guertin, Nashua South, Nashua North and we moved on and did the semi-finals of the Girl's State Basketball Championship and that was from Sanborn High School. That was one of the first times, I believe, we've gone live from outside of Nashua at least on our own equipment. We also recorded two Public Health Matters programs in the studio and due to NHIAA Regulations, we were not able to do the BG Girls' Basketball Final live, but we did record that and play it back for our audience. That was held at Sanborn Regional High School.

Nashua ETV stayed busy through mid-March with conclusion of winter sports in addition to creating our own content for air we continued to work with other community stations and live streamers to present coverage of several games played outside of our area, including the Boy's Division I State Title Game won by Bishop Guertin. The Board of Education has decided to move their meetings back to the Board Room at Nashua North beginning in mid-May. We will begin to bring back equipment that had been moved to the studio last March due to the pandemic and the need to produce remote meetings from a central location.

Spring sports competitions begin this week; they started yesterday actually. We had our first live baseball game from Holman Stadium between Nashua North and Merrimack. That game was shared with Merrimack Cable TV Channel 21 as well. So it was able to be seen both in Nashua and in Merrimack. We will continue to provide as much live coverage as possible as parent and fan participation will once again be limited. We will be working the Nashua Athletic Department and Bishop Guertin High School to provide equipment to live stream games that we will not be able to cover from both Stellos and Holman Stadiums and those will air directly to Stellos and a Holman YouTube page that were set up by the School District. And that's it for my report.

Chairman Cernota

Alright. Is there a motion with regards to the ...

Unidentified Speaker

We still have an Access Nashua Report.

Chairman Cernota

Yes I figured we would handle that separately. Ms. Kleiner?

Director Kleiner

So I would imagine that the Committee would like a motion in regards to the past expenditures.

Chairman Cernota

I think we'd be covering that, this is really more with regard to the report itself. As far as the motion with regard to past expenditures and the current expenditures, we have financial request under new business. We could deal with at that time.

MOTION BY DIRECTOR KLEINER TO ACCEPT, PLACE ON FILE AND APPROVE THE PEG MANAGER'S REPORT OF APRIL 13, 2021, BY ROLL CALL

A viva voce roll call was taken which resulted as follows:

Yea: Andrew Cernota, Alderman Sally Hyland, Alderman Ernest Jette,
Kimberly Kleiner, Cheryl Lindner, Jennifer McCormack,
Captain Medieros, Nick Miseirvitch, Chief Brian Rhodes 9

Nay: 0

MOTION CARRIED

Access Nashua's Report: Dick Gagnon

Dick Gagnon

Good Morning everyone. Since January 1st, we have done approximately 80 shows in the studio. Most of them are all our standbys that have been with us for many years such as the Ring in all of the Sports, Fairytale Access, Nashua Strong, People's View, Exit Team Nashua, Speaking with the Senator, CHW which is Community Health Worker, Perspectives, Charged Up, Frankly Speaking, Gate City Chronicles, and Chit Chatting. We have added a new series called "Empower Hour" and it is with the Greater Nashua Mental Health. They just completed yesterday their fourth episode.

We have in development a show that will be with St. Joseph's Meals on Wheels and then we have two public members who are in the queue after that for their own shows. Dan Young, our Creative Director who works on all the shows that are in development is also working with the Arts Symposium and a puppet craft show which really is looking quite interesting. Once again, Access Nashua has submitted videos to the National Alliance for Community Media Hometown Video Festival. We also, Pete, Dan and I, were also a voting team for that festival and hopefully in the next couple of months we will have the results. And, once again, hopefully we will have some more awards to talk about.

Harlan who is our editor, is still editing from home. Once we get all the town equipment back to its location at City Hall, we will be able to start having people come back in and work on editing stations and Harlan will be the first one. That's it for my report.

MOTION BY CHIEF RHODES TO ACCEPT, PLACE ON FILE AND APPROVE ACCESS NASHUA'S REPORT OF MARCH 13, BY ROLL CALL

A viva voce roll call was taken which resulted as follows:

Yea: Andrew Cernota, Sally Hyland, Alderman Ernest Jette,
Kimberly Kleiner, Cheryl Lindner, Jennifer McCormack,
Captain Medieros, Nick Miseirvitch, Chief Brian Rhodes 9

Nay: 0

MOTION CARRIED

Committee Reports

- Educational Committee

Chairman Cernota

I don't see Mr. Rodriguez here today. I think we will have to skip over that.

Old Business:

- Comcast Franchise Agreement Renewal 2022

Chairman Cernota

OK Old Business, we have the Comcast Franchise Agreement Renewal. The request is the creation of a subcommittee with those members suggested by the Mayor's Office that was made during the PEG Manager's Report. I'd like to open that up for discussion as far as any questions about the formation of that Committee and also a brief discussion of how we are going to proceed. We have a basically a fact-finding period that we are in the process of now that will need to accelerate. We are expecting a proposal from Comcast in the June timeframe is my understanding. So is there discussion, let's start at the beginning, is there any discussion of the formation of that subcommittee? Mr. Miseirvitch?

Mr. Miseirvitch

Do we have to wait for Mr. Morgan to be confirmed tonight before the subcommittee is formed?

Chairman Cernota

Attorney Bolton, is it permissible to have people who are not technically members of the Board added to the subcommittee? Does that create any sort of issues? Otherwise, I think that this is more just about getting the work done.

Steve Bolton, Corporation Counsel

I don't think it creates any significant issue.

Chairman Cernota

OK. So I think Mr. Morgan's help would be valuable on that. Any other discussion? Does anyone want to be on the Board that is not on the current recommended list? Alright. Perhaps we have a motion then regarding the creation of the subcommittee?

Mr. Johnson

I just had one quick question, at one point they had discussed potentially putting staff on there. Where does that stand?

Chairman Cernota

I don't know that it was resolved, but I think Attorney Bolton's comment earlier means that it would be open to having staff on there as well if need be. My expectation is that staff would have quite a bit of say as far as certainly aiding in the fact-finding focuses of that subcommittee and would be doing a lot of leg work one way or the other.

Alderman Jette

So this is Alderman Jette. Jeff Poehnert is listed on the Committee. Did you want more staff people on there, I don't know who asked the question?

Chairman Cernota

I think it was Mr. Johnson and I know that he had some interest in participating himself. As I say, I would expect that we would be making quite a bit of uses of his skills and knowledge in the process anyway whether he was officially part of a subcommittee or not.

Alderman Jette

So, again, Alderman Jette. Mr. Chairman, you asked if there was anyone who wanted to be on the Committee who was not already named. So is Mr. Johnson saying that he would like to be on the Committee?

Mr. Johnson

I think I would like to be on the Committee. For the last 10 or 11 years that I have been with the City, anytime we have been to Regional or National Conferences, I have always attended, the Franchise Renewal, segments of those, so I am pretty familiar with what is going on nationally and I think I could have something to offer to the Committee.

Alderman Jette

So, again Alderman Jette, so the Chairman is asking if there is anyone who is not named who would like to be on the Committee. So is there anyone else besides Mr. Johnson? If not, I would make a motion that a Committee be formed to negotiate the current Franchise Agreement and that the members include Kim Kleiner, Nick Miseirvitch, Cheryl Linder, Jeff Poehnert, Mr. Johnson, the Corporation Counsel or his designee and Chairman Cernota and also – the new member, Cole Morgan.

MOTION BY ALDERMAN JETTE FOR THE FORMATION OF A COMMITTEE TO NEGOTIATE THE FRANCHISE AGREEMENT RENEWAL. THE COMMITTEE WILL INCLUDE THE FOLLOWING: KIM KLEINER, DIRECTOR ADMINISTRATIVE SERVICES; NICK MISEIERVITCH, IT DEPARTMENT; CHERYL LINDER, MAYOR'S OFFICE; JEFF POENERT; PETE JOHNSON; STEVE BOLTON, CORPORATION COUNSEL (OR DESIGNEE), CHAIRMAN CERNOTA, ALDERMAN ERNEST JETTE AND COLE MORGAN BY ROLL CALL

Discussion:

Mr. Johnson

Cole Morgan.

Alderman Jette

I'm sorry Cole Morgan is that?

Chairman Cernota

Yes.

Alderman Jette

So all of those people.

Chairman Cernota

Ms. Kleiner, did you have a question or comment?

Director Kleiner

I have a question. So looking at the past formation of the Committee particularly the last contract negotiation, there was an Alderman that was on the Committee and I wondered if we should not reach out if Alderman Jette isn't available, at least reach out and ask the President if that is the wish.

Chairman Cernota

I think that would be helpful.

Alderman Jette

I would be happy to be added to the Committee.

Chairman Cernota

So we will add you to the list that were recited in your motion. OK any other discussion of that motion?

A viva voce roll call was taken which resulted as follows:

Yea: Andrew Cernota, Sally Hyland, Alderman Ernest Jette,
Kimberly Kleiner, Cheryl Lindner, Jennifer McCormack,
Captain Medieros, Nick Miseirvitch, Chief Brian Rhodes 9

Nay: 0

MOTION CARRIED

New Business:

- Financial Requests

Chairman Cernota

Since we have now created the subcommittee, we will need to basically have that subcommittee meet and proceed with putting together both the list of materials that we will need from Comcast but also planning public hearings and also surveys both of consumers and of the City Departments to find out and assess the needs going into the renewal. Is there any other discussion that we should be having or that members of this Board want to have before that subcommittee meets? Oh, I'm sorry, Sally?

Ms. Hyland

Is Brian Christianson still the representative for Comcast?

Chairman Cernota

Yes.

Ms. Hyland

So he'll be negotiating – that is who the Committee will be negotiating with?

Chairman Cernota

That's our point of contact, yeah.

Ms. Hyland

OK, thank you.

Chairman Cernota

Alright, if there's nothing else, we can move on to the new business the financial request which I suppose in this case is probably both a mixture of new and old business. Are there motions with regards to the Financial Requests?

Alderman Jette

So Mr. Chairman, Alderman Jette here.

MOTION BY ALDERMAN JETTE TO RATIFY THE COMMITTEE'S PREVIOUS VOTE TO AUTHORIZE THE PURCHASE OF THE TRICASTER BACK UP SWITCHER FOR \$12,500.00; ROOM 208 UPGRADES IN THE AMOUNT OF \$24,000.00; AND THE SPORTS CAMERA REPLACEMENT IN THE AMOUNT OF \$3,500.00 FOR A TOTAL OF \$40,000.00 BY ROLL CALL

Discussion

Mr. Johnson

I believe there was an error on that. I am looking back at the December meeting and I thought that that number of \$3,500.00 was not correct. It was actually \$8,500.00, might have been a typo there I am not sure. But I just wanted to make sure that the number was correct, because we already spent more than the \$3,500.00.

Alderman Jette

What is the correct number?

Pete Johnson

It's \$8,500.00 (audio number) purchase for the sports camera package.

Alderman Jette

So I would amend my motion to reflect \$8,500.00 for the sports camera replacement.

MOTION TO AMEND BY ALDERMAN JETTE TO RATIFY THE COMMITTEE'S PREVIOUS VOTE TO AUTHORIZE THE PURCHASE OF THE TRICASTER BACK UP SWITCHER FOR \$12,500.00; ROOM 208 UPGRADES IN THE AMOUNT OF \$24,000.00; AND THE SPORTS CAMERA REPLACEMENT IN THE AMOUNT OF \$8,500.00 FOR A TOTAL OF \$45,000.00 BY ROLL CALL

Discussion:

Chairman Cernota

I do want to also confirm for the record that all of these purchases went through the usual City Channels as far as acquisitions and purchasing, in addition to our own review of them. So it wasn't like our approval was the sole means for approving these, that's correct. Alright, I see Jeff shaking his head yes. Alright, so is there any discussion? Mr. Miseirvitch?

Mr. Miseirvitch

So does that bring the total from \$40,000.00 to \$45,000.00 now for the total spent the previous meetings?

Chairman Cernota

I believe the math is correct there.

Mr. Miseirvitch

OK I just want to make sure we state the correct amount.

Chairman Cernota

Yes. Alright, if there is no further discussion we will proceed with voice roll call.

A viva voce roll call was taken which resulted as follows:

Yea: Andrew Cernota, Sally Hyland, Alderman Ernest Jette, Kimberly Kleiner, Cheryl Lindner, Jennifer McCormack, Captain Medieros, Nick Miseirvitch, Chief Brian Rhodes	9
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Nay:	0
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MOTION CARRIED

NEW FINANCIAL REQUESTS

MOTION BY ALDERMAN JETTE TO AUTHORIZE \$1,796.00 FOR THE ADDITIONAL CABLE RUN AND HARDWARE FROM THE CONTROL ROOM TO THE ALDERMANIC CHAMBER AND TWO ETHERNET DROPS AT EACH MONITOR, AND A SECOND MONITOR FOR A TOTAL OF \$2,484.00 BY ROLL CALL

Discussion:

Chairman Cernota

OK is there any discussion of the Motion? Mr. Miseirvitch?

Mr. Miseirvitch

That's also to add a second TV as well.

Alderman Jette

A second monitor, yes I see that now. Thank you.

Chairman Cernota

Alright any further discussion?

Ms. Hyland

Just a question. The total here is \$4,300.00. If I add those two numbers \$4,280.00, OK not to exceed \$4,300.00 sorry I take that back.

Chairman Cernota

Any other discussion? If not we will move to roll call.

A viva voce roll call was taken which resulted as follows:

Yea: Andrew Cernota, Sally Hyland, Alderman Ernest Jette, Kimberly Kleiner, Cheryl Lindner, Jennifer McCormack, Captain Medieros, Nick Miseirvitch, Chief Brian Rhodes	9
Nay:	0

MOTION CARRIEDChairman Cernota

I believe that that's the end of our New Business. Are there any comments from members of the public who are present? (There were none.)

Comments from the public or others: - None

Remarks by Members of the BoardMs. Hyland

I just want to reiterate that the Household Hazardous Waste Program is starting up with the first event this Saturday. All events this year are going to take place at 25 Crown Street, the Park & Ride Lot. So I just want to be sure that those listeners who may participate in that know the new location. Thank you.

Chairman Cernota

Thank you. Any other Remarks by Members. Seeing none, is there a Motion for Adjournment.

Alderman Jette

I notice on the outline that there are like 3 or 4 motions to adjourn.

Chairman Cernota

I noticed that actually on the outline, each of our roll call votes was a motion by the Board of Aldermen to Adjourn. So I've been trying to edit on the fly.

Alderman Jette

Well it looks like Mr. Poehnert wanted to make sure we adjourned.

Adjournment

MOTION BY ALDERMAN JETTE THAT THE APRIL 13, 2021 MEETING OF THE CABLE TELEVISION ADVISORY BOARD BE ADJOURNED, BY ROLL CALL

A viva voce roll call was taken to adjourn the Cable Television Advisory Board meeting which resulted as follows:

Yea: Andrew Cernota, Sally Hyland, Alderman Ernest Jette,
Kimberly Kleiner, Cheryl Lindner, Jennifer McCormack,
Captain Medieros, Nick Miseirvitch, Chief Brian Rhodes 9

Nay: 0

MOTION CARRIED

The meeting was declared adjourned at 11:36 a.m.

Jeff Poehnert, Clerk